

## **CODE ENFORCEMENT POLICY #6-1**

September 10, 1997

TO: All Inspection Staff

FROM: Steve Zaccard, Fire Marshal

SUBJECT: DELAYING OR SILENCING OF FIRE ALARMS (see also #6-3)

CODE REFERENCE: MUFC 10.302(a), 11.301, 11.302(c), FAD-1

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

Owners or operators of buildings such as apartment buildings, rooming houses, or hotels sometimes silence the audible portions of fire alarm systems, or delay calling "911" in an attempt to investigate the cause of the alarm. NO APPROVAL IS GIVEN FOR ANY SILENCING OF FIRE ALARM SYSTEMS OR ANY DELAY IN REPORTING A SUSPECTED FIRE TO THE SAINT PAUL FIRE DEPARTMENT.

Exception: Fire alarm systems undergoing maintenance may be placed temporarily out-of-service for repairs if approved by the Fire Marshal (MUFC14.106(b)).

Inspectors are responsible for checking the operational status of a fire alarm system. During inspection of the building, check the alarm panel which is usually located in the laundry or furnace room. Malfunctions will be indicated by "trouble lights." In cases of malfunction, write orders to the owner to have the system checked immediately by a qualified installer. Reinspect within a few days to assure that it has been repaired and is in operational condition.

**NOTE:** Keys to the alarm panel and to the room in which the panel is located must be housed in the Fire Department keybox.

cc: Jan Gasterland, Gary Trudeau, Terry Iverson

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